

Application for Employment

ASM Cars Ltd. T/A Arnolds Garage

Hints:

- Please write clearly in blue/black ink.
- The size of the box you write in indicates the length of answer expected.
- Feel free to attach your CV, but please complete this form too.
- Failure to complete this application form correctly and in full may lead to your application not being processed further.
- Please return the completed form to us either by dropping it in, mailing it to *Arnolds Garage, Shottermill Ponds, Camelsdale Road, Haslemere, Surrey, GU27 3RB*, or submitting it via our website at www.arnoldsgarage.co.uk/jobs/

For office use only

Date Received:

Time Received:

Position applied for: _____

Type (*please circle*): Full Time / Part Time

Personal Details

Surname: _____

Full Forenames: _____

Title (Mr, Mrs, Miss, etc): _____

Current Address: _____

Postcode: _____

Home telephone number: _____

Mobile telephone number: _____

Email address: _____

Do you have the right to take up employment in the UK? Yes No

If no, please provide further details. _____

Have you been convicted of a criminal offence? Yes No

Do you hold a current UK Driving Licence? Yes No

If yes, what type/class? _____

If no, what means of transport do you have? _____

How did you hear about this vacancy? _____

Who do you know employed by us? _____

Have you made a previous application to the Company? If so when was this and what was the outcome?

Education and qualifications

For each school, college or university attended, please state the name of the institution, dates attended, and qualifications obtained.

GCSEs / O-Levels / or equivalent

Institution name: _____

Dates attended: _____

Qualifications obtained:

| Type of Exam | Subject | Grade | Type of Exam | Subject | Grade |
|--------------|---------|-------|--------------|---------|-------|
| | | | | | |
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| | | | | | |

A-Level / Further Education / or equivalent

Institution name: _____

Dates attended: _____

Qualifications obtained:

| Type of Exam | Subject | Grade | Type of Exam | Subject | Grade |
|--------------|---------|-------|--------------|---------|-------|
| | | | | | |
| | | | | | |
| | | | | | |

University / Higher Education / or equivalent

Institution name: _____

Dates attended: _____

Qualifications obtained:

| Type of Exam | Subject | Grade |
|--------------|---------|-------|
| | | |
| | | |
| | | |

Employment History

Starting with the most recent, please give details of previous employment.

| | |
|---------------------|---|
| Name: | _____ |
| Address: | _____ _____ |
| Dates: | From ___ / ___ / _____ To ___ / ___ / _____ |
| Job title: | _____ |
| Main duties: | _____ _____ |
| Reason for leaving: | _____ |
| Final salary: | _____ per hour / annum |

| | |
|---------------------|---|
| Name: | _____ |
| Address: | _____ _____ |
| Dates: | From ___ / ___ / _____ To ___ / ___ / _____ |
| Job title: | _____ |
| Main duties: | _____ _____ |
| Reason for leaving: | _____ |
| Final salary: | _____ per hour / annum |

| | |
|---------------------|---|
| Name: | _____ |
| Address: | _____ _____ |
| Dates: | From ___ / ___ / _____ To ___ / ___ / _____ |
| Job title: | _____ |
| Main duties: | _____ _____ |
| Reason for leaving: | _____ |
| Final salary: | _____ per hour / annum |

| | |
|---------------------|---|
| Name: | _____ |
| Address: | _____ _____ |
| Dates: | From ___ / ___ / _____ To ___ / ___ / _____ |
| Job title: | _____ |
| Main duties: | _____ _____ |
| Reason for leaving: | _____ |
| Final salary: | _____ per hour / annum |

Other information

You must complete this section in order to clarify skills and experience relevant to this post. You must clearly demonstrate that you meet the essential and desirable criteria in terms of skills and experience.

Describe any skills, expertise and abilities that you have acquired relevant to this application, including those gained through voluntary work, work experience or apprenticeships:

Please explain the reasons for your application and indicate your suitability for the position in terms of your personal attributes:

Please give details of, and provide an explanation for, any time when you were not either working or in full time education.

Do you have any future (long term) career plans?

Hobbies and Interests

Please give details of your interests, sports and hobbies. Tell us about any clubs and societies you belong to. Also describe any non-work achievements you think would help your application.

Availability

When would you be available for interview? _____

If offered this job, when could you start? _____

Do you have any holiday commitments? _____

Do you have any other commitments? _____

Do you have any regular weekly commitments? Please mark when you would be unavailable to work.

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| AM <input type="checkbox"/> | AM <input type="checkbox"/> | AM <input type="checkbox"/> | AM <input type="checkbox"/> | AM <input type="checkbox"/> | AM <input type="checkbox"/> | AM <input type="checkbox"/> |
| PM <input type="checkbox"/> | PM <input type="checkbox"/> | PM <input type="checkbox"/> | PM <input type="checkbox"/> | PM <input type="checkbox"/> | PM <input type="checkbox"/> | PM <input type="checkbox"/> |

If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.

What, if any, are your salary expectations? _____

References

Please name two referees, not relatives, one at least of whom should have knowledge of your present work and be in a supervisory/managerial capacity, or if this is an application for your first job, your school teacher, or higher or further education lecturer.

Name: _____

Address: _____

Postcode: _____

Occupation: _____

Telephone: _____

Name: _____

Address: _____

Postcode: _____

Occupation: _____

Telephone: _____

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signature: _____

Date: _____